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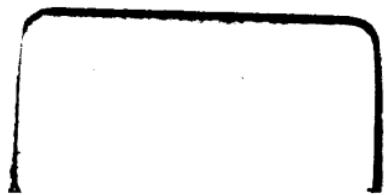


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Parliamentary Lessons



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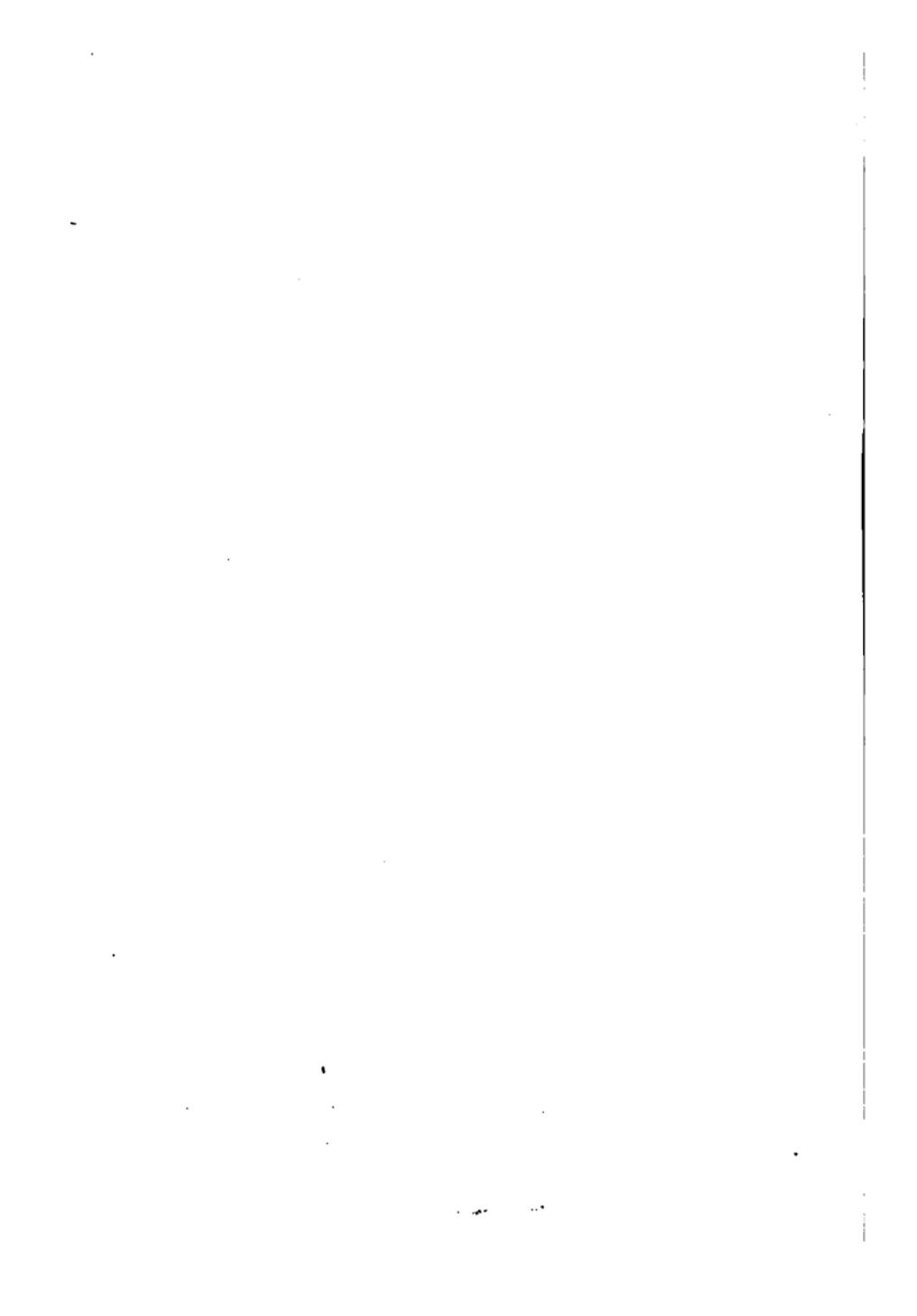
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Carolyn B. Pier

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1 Parliamentary practice,
U.S., 1910

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PARLIAMENTARY LESSONS



PARLIAMENTARY LESSONS

BASED ON
“REED’S RULES”

A HANDBOOK OF COMMON PARLIAMENTARY LAW

URQUHART LEE

REED'S RULES
PARLIAMENTARY
COMMON LAW

RAND, McNALLY & CO., PUBLISHERS
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MARY URQUHART
LAWRENCE
MARY URQUHART

After a careful reading of the copy, Hon. Thomas B. Reed submitted the following letter of indorsement, for publication with this volume:

October 21, 1899.

Messrs. RAND, McNALLY & Co.,
Chicago, Illinois.

1922
Oct 21
GENTLEMEN: In commencing the study of Parliamentary Law, the first thing to do is to familiarize one's self with the expressions used in motions and proceedings. The simplest things are the hardest to find, for every author supposes these things to be known. Mrs. Lee's book meets this difficulty in a very satisfactory way, and I commend it to your consideration.

Yours very truly,
T. B. REED.

TRANSFER FROM C



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INTRODUCTION

In arranging the following set of lessons for general use, the purpose has been to demonstrate the use of parliamentary points thoroughly established by practice—not to show the consecutive transactions of a meeting or meetings.

All debate is necessarily assumed.

Many requests have come for a system of demonstrations and forms. To keep these forms so simple and concise as to be grasped by the novice, and so logical as to violate no parliamentary principle, has been my endeavor. For convenience the ranking of motions is reversed from the ranking of "Reed's Rules," the "first being last and the last first," or in the order in which they would come if written from the top of a blackboard down as they are offered. They

INTRODUCTION

occur in this order on the chart at the back of this book.

My thanks and acknowledgments are due Hon. Thomas B. Reed for criticism and advice.

M. U. L.

Parliamentary Lessons

LESSON I.

THE LAW OF, OR LESSONS ON, MEETINGS.

The working out of democracy in organized bodies requires great patience and wisdom. It requires a knowledge of that law of meetings which enables associations to carry on business legally. The law of meetings, or parliamentary law, is a system of rules under which the fair and orderly conduct of the business of a meeting may be maintained. It is a law, or set of rules, based on usage; evolved from the experience and necessity of deliberative bodies since the beginning of organization. These general rules are adapted to the special and peculiar needs of different nations. Perhaps there is nothing that so indicates the mental processes, the trend of thought, of a nation as does its parliamentary law, established

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always on its actual working processes. In this making of the general law of meetings two conditions are always regarded —the rights and liberties of individual members while arriving at the decision of the majority, and the common and statutory laws of the land where the association is located. Then in nearly all organizations the established law of procedure is supplemented by special rules as the common law is supplemented by statutes. These special rules are applicable to the uses of the particular body enacting them, such as rules requiring a two-thirds vote on certain questions, providing for less than a majority to order a roll-call vote or an election by a plurality vote, and other rules of conduct varying from established procedure.

Since neither men nor women are born with a knowledge of parliamentary law, and since it is not a part of an ordinary law course, or of any kind of a course, but a course of study all by itself, one requires a certain amount of preparation, or specific

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study, to fit him for intelligent participation in an organized body, either as an officer or a member. Even if one is not taking an active part in the business deliberations, it requires an understanding of what is going on to determine the way he wishes to vote. And if one is active without an understanding of proper and legal procedure he is indulging in a form of selfishness most trying to patience and tolerance and most detrimental to an orderly transaction of business. It seems necessary at times to be very well informed indeed to keep up an intelligent silence. It is sometimes charged that the people who understand the rules do all the business to the great disadvantage of the ignorant ones. Ignorance is always at a disadvantage, and would if possible keep all on the same undesirable footing. Ignorance is responsible for a great deal of litigation into which organizations are plunged. A little time and effort are required to fit one for membership in organized work. But when one goes honestly about it, he sees the

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fallacy of the argument that a correct knowledge of business methods tends to confusion and waste of time, in other words, to unbusiness-like results. Not long ago members of a large and important society were heard to express extreme disgust at the reading of minutes that were a perfectly legal record of the transactions of a former meeting. A correct record of various motions put before the meeting and recorded as carried or lost seemed to be particularly offensive to these members, who evidently thought that the minutes of a meeting were for the entertainment of the members and should be kept in narrative style with no mention of anything so tiresome as motions.

Members make the mistake sometimes of leaving a meeting while a quorum is still present, with a feeling of certainty that the questions important to them are settled. But they should realize that questions may be rescinded and many things happen as long as the number necessary to the legal transaction of business remain; that bodies legislate

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for those who are present, not for those who are absent, and that one who leaves a meeting while it is in session has no greater right to criticize and find fault than one who doesn't attend the meeting at all.

The question often arises as to what the powers of a president or chairman are. The powers of a president, a committee, a board of trustees, or any other officer or agent of the society are precisely what the society *delegates* to them. All rights are inherent in the society, or parent body, and may be delegated or retained as the body wishes and sees fit. This delegation of power may be through by-law or statutory provision. The common-law provision is that a delegated power may not be re-delegated; that while boards may appoint committees or other agents to divide labor, the "power of final resolution" may not be re-delegated.

We frequently hear the remark, "Parliamentary law is nothing but common sense." Can any one of us doubt it? It is certainly

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common sense crystallized, systematized, codified, and within the reach and comprehension of all who are willing to make a little effort. And if not willing to do this, members of an organized body should submit willingly to the reward bestowed on ignorance and refrain from confusing meetings with it.

Business may be introduced by motion or resolution and by communication.

A motion or resolution is a proposition for the consideration of the assembly. It is made by a member after he has secured the floor, seconded by another member, and stated by the Chair. When stated by the Chair, it is in possession of the assembly, and may not be withdrawn without consent of the assembly.

Motions are of two kinds—principal or main motions, and subsidiary motions.

Principal or main motions are of two classes—ordinary and privileged.

Subsidiary motions relate to, or are dependent upon, the main motions, and

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are employed to modify, delay, or defeat them.

Privileged main motions are independent of any business which may be pending.

Subsidiary motions, known as amendments, are employed for the purpose of changing the form of a motion before allowing it to go to vote, and must be voted on before the motion which it is their purpose to change.

There are three ways of amending motions—by addition, by elimination, and by substitution. (Note Reed's Rules, p. 93, Secs. 129 to 161.)

Two amendments, only, relating to one motion may be entertained at once—an amendment to the motion (or of the first degree), and an amendment to the amendment (or of the second degree).

Two ordinary main motions may not be entertained at the same time. A motion is not in possession of the house until stated by the Chair.

A question of consideration (or objection

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to the consideration of the question) is raised by a member who wishes to suppress a motion without allowing it to be debated or voted upon, and may be applied to the main motion only.

In conducting a drill with an imaginary assembly, it must be assumed that the executive powers of the body are such as enable it to transact the business proposed, and that the resolutions entertained are not conflicting with or modifying the constitution or by-laws, or interfering with powers which have been delegated to a board of trustees. When the time for opening the meeting has arrived, the presiding officer takes the chair, calling attention with the gavel, and states: "The meeting will please be in order." Assuming the minutes of the previous meeting to have been read, the Chair states: "If there are no objections or corrections the minutes will stand approved." Hearing none, he will state: "The minutes are approved." If wishing to offer a correction, a member should get recognition and move

THE LAW OF, OR LESSONS ON, MEETINGS

to instruct the secretary to make a correction, stating clearly what it is to be. This is seconded, and stated by the Chair, and should be discussed as any motion if there is a difference of opinion, and finally must be settled by vote of the assembly.

Expunging minutes is a method not recognized by common parliamentary law. It has been infrequently done by legislative assemblies, by drawing a line around the objectionable motion under order of the assembly expressed by vote, but it is not recognized as a reputable parliamentary method. To erase a portion of the records of the transactions of an assembly is as much a falsification of the records as to insert something which never occurred.

Examples.

MEMBER. Mr. President, Mr. Jones.

PRESIDENT. Mr. Jones.

MR. JONES. I move "to change our place of meeting."

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MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to change our place of meeting." Are you ready for the question?

MEMBER. Mr. President, I raise a question of consideration. (Or, I object to the consideration of this question.)

PRESIDENT. A question of consideration is raised. Shall the main question be considered? All who are in favor of considering the question of changing our place of meeting will please say aye; all who are opposed will please say no. (Or, if the society has a rule requiring a two-thirds vote on this question, the affirmative side will stand until counted, then the negative. If two-thirds stand on the negative side, the motion is lost.) The noes seem to have it. The noes have it, and the motion to change our place of meeting will not be considered. What is your further pleasure? (Or, we will proceed with the next order of business.)

THE LAW OF, OR LESSONS ON, MEETINGS

MEMBER. Mr. President, Mr. Hart.

PRESIDENT. Mr. Hart.

MR. HART. I move "to adopt a badge."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to adopt a badge." Are you ready for the question?

MEMBER. Mr. President, I raise a question of consideration.

PRESIDENT. A question of consideration is raised. Shall the main question be considered? All who are in favor of considering the question of adopting a badge will please say aye; all who are opposed will please say no. The ayes seem to have it. The ayes have it, and the question is open to consideration "to adopt a badge." Are you ready for the question?

MEMBER. Mr. President, Mrs. Nash.

PRESIDENT. Mrs. Nash.

MRS. NASH. I move to amend the motion by adding the words "of red, white, and blue."

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MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to amend the motion by adding the words "of red, white, and blue." Are you ready for the question?

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move to amend the amendment by eliminating the word "red."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to amend the amendment by eliminating the word "red." Are you ready for the question? All who are in favor will please say aye; opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of white and blue." All who are in favor of the motion will please say aye; opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion

THE LAW OF, OR LESSONS ON, MEETINGS

as amended, "to adopt a badge of white and blue." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it.

MEMBER. Mr. President, Mrs. Butler.

PRESIDENT. Mrs. Butler.

MRS. BUTLER. I move "to hold a bazaar, donating the proceeds to the Children's Hospital."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to hold a bazaar, donating the proceeds to the Children's Hospital."

MEMBER. Mr. President, Mr. Walker.

PRESIDENT. Mr. Walker.

MR. WALKER. I move, as a substitute motion, "to appropriate from the treasury one thousand dollars, to be divided equally between the Children's Hospital and the Old People's Home."

MEMBER. Mr. President, I second the motion.

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PRESIDENT. It is moved and seconded, as a substitute motion, "to appropriate from the treasury one thousand dollars, to be divided equally between the Children's Hospital and the Old People's Home." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the substitute is before you as a main motion, "to appropriate from the treasury one thousand dollars to be divided equally between the Children's Hospital and Old People's Home." Are you ready for the question? All who are in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it.

Q. What is a motion or resolution?

A. A proposition for the consideration of the assembly. It is made by a member who has secured the floor, seconded by another member, and stated by the Chair. When stated by the Chair, it is in possession of the

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assembly, and may be withdrawn only by consent of the assembly.

Q. How are motions divided?

A. Motions are divided into principal or main motions, and subsidiary motions.

Q. How are main motions divided?

A. Main motions are divided into ordinary and privileged motions.

Q. What is an ordinary main motion?

A. A motion which introduces a matter of business.

Q. What is a privileged main motion?

A. A motion which may interrupt other business. A motion to adjourn is a privileged motion.

Q. Is it always privileged?

A. Yes, it is always in order, unless immediately after it has been voted down or a motion to fix the time or place of another meeting is pending.

Q. What is a subsidiary motion?

A. One which is dependent on another motion, and is used to delay, modify, or defeat it.

Q. How many subsidiary motions in this lesson?

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A. Two—an amendment and question of consideration.

Q. How many amendments relating to one motion may be entertained at once?

A. Two—an amendment to the motion (or of the first degree), and an amendment to the amendment (or of the second degree).

Q. When these are disposed of may other amendments be applied to the same motion?

A. Yes, but always under the same regulations.

Q. How is a substitute motion treated?

A. The first vote is on substituting it for the main motion. The first vote merely expresses a choice between the two motions. If this is carried, it takes the place of the main motion, and is subject to the treatment to which the motion which it has replaced would have been subjected. Substituting one motion for another does not carry it. It simply places it before the assembly as a main motion, in place of the main motion which it has superseded.

Q. How does a substitute motion rank?

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A. As an amendment of the first degree, and may not be entertained when an amendment is already pending.

Q. How does an amendment to a by-law rank?

A. As a main motion, and may have an amendment and an amendment to the amendment. Also an amendment to a by-law may be tabled without tabling the by-law.

Q. What motions in Lesson I are debatable?

A. Main motions and amendments.

Q. On what question in the above lesson do societies sometimes require, by a special rule, a two-thirds vote?

A. The question of consideration.

Q. What question in this lesson is undebatable?

A. A question of consideration, and it must be raised and acted upon before there is any consideration of the main question, and may be applied to the main motion only.

Q. Under common parliamentary law, what are the limitations of debate?

A. A member may speak but once to each debatable question, except by consent of the

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assembly. Having spoken to the main question, he may speak to each amendment and to every debatable motion as it is offered.

LESSON II.

SUBSIDIARY MOTIONS OF SECOND RANK.

1. Indefinite postponement.
2. To commit.
3. To postpone to a definite or stated time (making a general or special order).
4. The previous question.

To postpone a measure indefinitely is equivalent to a negative vote on the main motion, as a measure which is indefinitely postponed may not come up again at the same session, except on motion to reconsider, and may never again come up, except as new business. It is fully debatable, and through it the merits of the main motion may be fully discussed.

To commit. Questions may be referred to special or standing committees (see Lesson IV).

A motion to postpone to a certain or

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definite time is equivalent to making a general order. To postpone to a certain hour of any day makes the matter a special order. When that hour arrives any pending business may be interrupted to take it up, but it may be postponed still further by vote of the assembly.

When a member wishes to close debate and prevent the offering of dependent motions he moves the "previous question."

This measure not only closes debate but prevents the offering of subsidiary motions and forces the main question to immediate vote.

Examples.

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to refurnish the lecture room."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to refurnish the lecture room."

SUBSIDIARY MOTIONS

MEMBER. Mr. President, Mr. Ross.

PRESIDENT. Mr. Ross.

MR. ROSS. I move "to postpone the question indefinitely."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to postpone the question indefinitely. Are you ready for the question?

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to refer the matter to a committee of three, appointed by the Chair."

PRESIDENT. The Chair is obliged to rule the motion out of order, as a motion of equal rank is pending. The question is on the motion for indefinite postponement. (Note Reed's Rules, p. 145, Sec. 201, also chart at the back of this book.)

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I rise to a parliamentary inquiry.

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PRESIDENT. State your question.

MR. JOHNSON. Is a motion now in order to make this matter a special order for our next meeting?

PRESIDENT. The motion is not in order, as it is of equal rank with the motion for indefinite postponement which is now pending.

MR. JOHNSON. Then I wish to give notice, Mr. President, that if the motion for indefinite postponement is lost I shall offer a motion to make this matter a special order for our next meeting at three o'clock.

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "the previous question."

PRESIDENT. The Chair is obliged to rule the motion out of order, as a motion of equal rank is pending. The question is on the motion for indefinite postponement. All in favor will please say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the

SUBSIDIARY MOTIONS

main motion, "to refurnish the lecture room."

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "the previous question."

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "to make the matter a special order for our next meeting at three o'clock."

PRESIDENT. Does either motion receive a second?

MEMBER. Mr. President, Miss Lewis.

PRESIDENT. Miss Lewis.

MISS LEWIS. I second the motion for "the previous question."

PRESIDENT. The previous question is moved and seconded. Shall the main motion now be put? All who are in favor of closing discussion and forcing the main motion to immediate vote will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question is on

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the motion "to refurnish the lecture room." (Or, if a two-thirds vote is required the Chair would say: "All in favor will please rise and remain standing until counted. That will do. All opposed will rise and remain standing until counted. That will do. The ayes have it.")

MEMBER. Mr. President, Miss Jenkins.

PRESIDENT. Miss Jenkins.

MISS JENKINS. I move "to refer this matter to the House Committee."

PRESIDENT. The Chair is obliged to rule the motion out of order, as we are operating under the order of the previous question. [A member rises and attempts to debate the question.]

PRESIDENT. We are operating under the order of the previous question and the Chair is obliged to rule all debate out of order.

MEMBER. Mr. President, Mr. Haskell.

PRESIDENT. Mr. Haskell.

MR. HASKELL. I move "to adjourn."

MEMBER. Mr. President, I second the motion.

SUBSIDIARY MOTIONS

PRESIDENT. It is moved and seconded "to adjourn." All who are in favor will please say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the motion "to refurnish the lecture room." All who are in favor will please say aye; opposed, no. The noes seem to have it. The noes have it.

MEMBER. Mr. President, Miss Giles.

PRESIDENT. Miss Giles.

MISS GILES. I move "to adjourn."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to adjourn." All who are in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it. The meeting stands adjourned.

*Example of Correct Minutes of Motions of
Above Lesson.*

(Motions which are ruled out of order and do not come before the meeting, and notices of motions which members fail to

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present when possible, should not be recorded. But all motions which have been stated by the Chair, whether carried, lost, withdrawn, or delayed, should be recorded with the dispositions made of them.)

It was moved by Mrs. Smith and seconded "to refurnish the lecture room."

Moved by Mr. Ross and seconded "to postpone the question indefinitely."

Lost, and the question recurred to the main motion "to refurnish the lecture room."

Miss King moved "the previous question," seconded, put to vote, and carried.

The question recurred to the main motion now undebatable.

Moved by Mr. Haskell "to adjourn," seconded. Lost.

The question recurred to the motion "to refurnish the lecture room." Lost.

Moved by Miss Giles "to adjourn," seconded and carried.

(If a meeting adjourns, leaving as unfinished business a motion "under the order of

SUBSIDIARY MOTIONS

the previous question," it should come up at the next meeting, *not* under the head of unfinished business, but immediately after the reading of the minutes.)

Q. How many subsidiary motions of the second rank?

A. Four— indefinite postponement; to commit; to postpone to a definite or stated time (making a general or special order); the previous question.

Q. Does any one of these motions outrank the other three?

A. No. When any one of the four motions is pending, none of the others may be entertained.

Q. What is the effect of indefinite postponement?

A. If carried, it kills the main motion.

Q. How may a matter be committed?

A. It may be referred to a special committee, a standing committee, or the assembly may go into the Committee of the Whole, to consider a matter.

PARLIAMENTARY LESSONS

Q. What is a general order?

A. A matter postponed to or arranged for a certain meeting.

Q. What is a special order?

A. A matter postponed to or fixed for a certain hour of some day.

Q. What is the purpose of a motion for the previous question?

A. It is a measure to close debate, prevent the offering of further dependent motions, and force the main question to a vote, and must be voted on previous to voting on the main question.

Q. May it be moved when amendments to the main motion are pending?

A. It may.

Q. If ordered, does it close debate on the entire matter—the motion and its amendments?

A. It does, and forces them all to a vote or the order may be limited to one or both of the amendments if so stated in the resolution.

Q. What motions may be entertained after the order of the previous question is made?

A. Motions arising from questions of

SUBSIDIARY MOTIONS

privilege, and privileged motions; also a motion to divide a proposition, and a motion to fix the method of voting.

Q. What motions in this lesson are debatable?

A. Indefinite postponement, and to commit, and through both of these motions, but the latter when coupled with instructions only, the merits of the main motion may be discussed. The motion to postpone to a stated time is debatable, but the debate is confined to the expediency of postponing debate, and may not touch the main motion.

Q. What motion in this lesson is not debatable?

A. The motion for the previous question.

Q. Is the motion to table of higher rank than the motions in this lesson?

A. Yes, and it may be entertained when any of the above motions are pending.

LESSON III.

DELAYED BUSINESS.

Questions which have been referred to a committee, or postponed to a stated time, come up again for consideration.

A tabled matter also may be brought before the assembly if a majority vote can be secured to take it from the table. A motion to take from the table is undebatable and is in order at any time after tabling, providing business has intervened and no business is pending. A motion comes from the table with its amendments. If an amendment is tabled it carries the main motion with it.

Questions postponed to a stated time should be taken up at that time without motion. If a member objects to taking up a special order (in other words, an order appointed for a special hour) in the midst

DELAYED BUSINESS

of other business, he will move to postpone it still further, and this matter the assembly decides by vote.

NOTE. For treatment of business which has been placed in the hands of a committee, see Lesson IV.

Examples.

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "to limit the membership of the club."

PRESIDENT. The Chair is obliged to rule this motion out of order. All questions concerning making or changing rules of the club must be presented as amendments to the by-laws.

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. I move "to arrange three lectures to be given in January for the entertainment of the club."

MEMBER. Mr. President, I second the motion.

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PRESIDENT. It is moved and seconded "to arrange three lectures to be given in January for the benefit of the club."

MEMBER. Mr. President, Mr. Griffin.

PRESIDENT. Mr. Griffin.

MR. GRIFFIN. I move "to lay the subject on the table."

PRESIDENT. It is moved and seconded "to lay the subject on the table." All in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it. The subject goes to the table.

MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to order a city directory for the reading room."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to order a city directory for the reading room."

MEMBER. Mr. President, Miss Jones.

PRESIDENT. Miss Jones.

MISS JONES. I rise to a question of privilege.

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PRESIDENT. State your question.

MISS JONES. I wish to call attention to the fact that the time has arrived at which we were to take up the question of uniting with the State Federation.

PRESIDENT. The Chair had overlooked the matter; the question was made a special order for this hour and is before you.

MEMBER. Mr. President, Miss King.

PRESIDENT. Miss King.

MISS KING. Mr. President, I move "to postpone this matter still further until the question before us is disposed of."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to postpone the special order still further until the question before us is disposed of." All in favor will say aye; all opposed, no. The noes seem to have it. The noes have it, and the special order is before you. The question is on the motion "to unite with the State Federation."

MEMBER. Mr. President, Miss King.

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PRESIDENT. Miss King.

MISS KING. I move "to refer this matter to a committee of three, appointed by the Chair."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to refer this matter to a committee of three, appointed by the Chair." All in favor please say aye; all opposed say no. The ayes seem to have it. The ayes have it. The Chair will name the committee later. The question recurs to the motion which was interrupted by the special order, "to order a city directory for the reading room." Are you ready for the question? All in favor will say aye; all opposed will say no. The ayes seem to have it. The ayes have it.

MEMBER. Mr. President, Mr. Johnson.

PRESIDENT. Mr. Johnson.

MR. JOHNSON. I move "to take from the table the question of the lectures for January."

DELAYED BUSINESS

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to take from the table the question of the lectures for January." [A member attempts to discuss the motion and the Chair rules that the motion is not debatable]. All in favor of taking this question from the table will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the motion "to arrange three lectures to be given in January for the entertainment of the club.

MEMBER. Mr. President, Mr. Griffin.

PRESIDENT. Mr. Griffin.

MR. GRIFFIN. I move to postpone the question indefinitely.

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to postpone the question indefinitely." All in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it.

(The motion "to postpone indefinitely" is

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misleading. It does not postpone, but defeats as surely as a direct negative vote on the main motion.)

Q. By what measures is business delayed and again brought before the assembly?

A. By referring to committees, or postponing to a stated time. Business may also be taken from the table by majority vote.

Q. May an assembly delay the report of a committee after the committee is ready to report?

A. Yes. It is always in the power of an assembly to shut out a committee's report temporarily or permanently.

Q. Must a question which has been made a special order be taken up when the time arrives?

A. If the attention of the assembly is called to it, the assembly must either deal with the question or still further postpone it by vote.

Q. When is a motion in order to take a matter from the table, and by whom?

A. At any time after business has intervened between tabling the matter and moving

DELAYED BUSINESS

to take it from the table, if no business is pending; any member may make the motion.

Q. May an amendment be tabled?

A. This form is sometimes improperly used, but if the amendment is tabled it carries the main motion with it.

Q. If a motion is tabled with amendments, does it bring its amendments with it when taken from the table?

A. Yes, and they are voted on in the same order as if they had not been tabled.

Q. Is a motion to take from the table debatable?

A. No.

Q. May a vote be interrupted after the affirmative side is taken?

A. Yes. Members may obtain the floor and continue debate or offer motions of a higher rank. But when put to vote the affirmative side must again be taken, as though voting had not begun.

LESSON IV.

WORK OF COMMITTEES.

In appointing a special committee, if it is for investigation, members representing both sides of the question should be chosen. If for action, the matter should be placed in the hands of friends of the measure. If instructed to report at a certain time, the committee should be ready to report at that time. The assembly is always competent to order a report.

When a report is read or received it is in order to move "to approve" or "to accept the report." If a recommendation is embodied in the report, it is before the assembly as a main motion, just the same as one presented by a member.

For selection of committees, see Reed's Rules, p. 56, Sec. 64. A presiding officer has not the inherent right to belong to all

WORK OF COMMITTEES

committees, nor the inherent right to appoint all committees, or the chairman of all or any committees. When he has the right it is conferred on him by special rule.

All action of a committee must be taken at a regular meeting. The consent of all individually, without a meeting, will not render valid any action. It must be first conference and then consent.

For committee organization, quorum, duties of officers, method of procedure, place and time of sitting, see Reed's Rules, Secs. 59 to 63.

When a committee has finished its work and reports, it is discharged thereby without motion. In the nature of things it ceases to exist. This means a special committee or one appointed for a special purpose. If it reports progress, or work partly accomplished, it does not cease to exist, nor is it necessary to continue it by motion.

A committee may be revived by a motion to re-commit.

The majority of a committee present at

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a regularly called meeting may decide on a report and present it as the committee's report. Members of the minority may prepare a report and present it with permission of the assembly. This should not be refused. But a motion to adopt it is not in order unless the committee's report has been killed. The views of the minority may be moved as an amendment to the committee's report. (Note Reed's Rules, Secs. 81, 82, 83.)

Examples.

The Chair inquires, "Are there any reports of special committees?"

MEMBER. Mr. President, Mrs. Thompson.

PRESIDENT. Mrs. Thompson.

MRS. THOMPSON. Your committee, to which was referred the question "to hold a bazaar," is ready to report.

MEMBER. I raise a question on the immediate reception of this report.

PRESIDENT. A question is raised on the immediate reception of this report. Will

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you *now* receive the report? All in favor say aye; all opposed, no. The ayes seem to have it. The ayes have it. We shall receive the report. Mrs. Thompson has the floor. Mrs. Thompson, your committee, to which was referred the question "to hold a bazaar," begs leave to submit the following report:

"Resolved, To hold a bazaar at the Exposition Building, in the second week of February."

Respectfully submitted,

HELEN THOMPSON, *Chairman.*

By order of committee.

MEMBER. Mr. President, Mrs. Slocum.

PRESIDENT. Mrs. Slocum.

MRS. SLOCUM. I rise to present the views of the minority.

PRESIDENT. If there are no objections we shall receive the report.

MRS. JOHNSON. Mr. President, I object to the reading of this report.

PRESIDENT. Then the Chair may not order the reading. It may be done only by vote of the assembly.

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MEMBER. Mr. President, Miss Curtis.

PRESIDENT. Miss Curtis.

MISS CURTIS. I move to permit the member to present the views of the minority.

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded to allow the member to present the views of the minority. All in favor of the motion will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. We shall listen to the report.

MRS. SLOCUM. Mr. President. The undersigned, a minority of your committee, to which was referred the question, "to hold a bazaar," being unable to concur in the committee's report, begs leave to recommend the following:

"Resolved, To give a fancy dress ball at the Exposition Building on February 14."

Respectfully submitted,

MARTHA SLOCUM.
JANE WITHROW.

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PRESIDENT. The resolution reported by the committee, "to hold a bazaar at the Exposition Building," is before you as a main motion. The minority report is before you as a substitute motion. The question is on the motion to amend the committee's report by substituting the words "fancy dress ball at the Exposition Building on February 14" for the words "bazaar at the Exposition Building in the second week of February." All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended resolution, "to hold a fancy dress ball at the Exposition Building on February 14."

MEMBER. Mr. President, Miss Johnson.

PRESIDENT. Miss Johnson.

MISS JOHNSON. I move to make this matter a special order for our next meeting, at three o'clock.

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded

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to make this matter a special order for our next meeting, at three o'clock. Are you ready for the question? All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. (Or, if the society requires a two-thirds vote to make a special order, a standing vote would be taken and the members counted.)

A two-thirds vote may be demanded only by special rule, as otherwise a majority rules in all cases. Some societies provide by a special rule for a two-thirds vote on the following:

First—Question of consideration, two-thirds negative vote. (The remainder of the list two-thirds affirmative vote.)

Second—Previous question.

Third—Extending, limiting, or closing debate.

Fourth—Making a special order.

Fifth—Taking up a question out of its regular order.

Sixth—Suspending rules.

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For amending rules, see Reed's Rules, p. 50, Sec. 52.

Q. What is a special committee?

A. A committee appointed for a special purpose.

Q. How may it be appointed?

A. By the Chair, if the assembly orders it, or by the assembly, either by resolution, embracing the names to form the committee, or by nomination and vote.

Q. May the president name the chairman of a committee?

A. He may name the one to call the committee together, but the committee may elect its own chairman unless the assembly has done so or empowered the president to name the permanent chairman.

Q. Whom should the committee represent?

A. If for investigation, both sides of the question. If for action, or to execute something which the assembly has decided upon, the friends only of the measure.

Q. What may be done if a committee declines or neglects to report?

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A. The assembly may order a report or discharge the committee and appoint a new one.

Q. Who prepares the committee's report?

A. The entire committee, or a majority of it at a properly called meeting.

Q. Who presents it?

A. The chairman or some member selected by those who prepare the report.

Q. May a minority report be presented by members who are unable to concur in the committee's report?

A. Yes, such a report may be presented by permission of the assembly.

Q. What position does the minority report occupy?

A. The position of an amendment to the committee's report.

Q. When the assembly elects the committee, may each member nominate more than one?

A. It is consistent to nominate as many as one may vote for. If three are to be elected, a member may nominate three or two or one.

LESSON V.

COMMITTEE OF THE WHOLE.

Going into the Committee of the Whole originally was a legislative measure, but its use in deliberative assemblies has become so general as to warrant its acceptance as common parliamentary law. Except that it is made up of the entire assembly, rendering a minority report useless and out of order, the powers of a Committee of the Whole rank equally with those of a committee of three or five. One may speak as many times as he obtains recognition unless a limit is placed on length and number of speeches by the assembly before going into the Committee of the Whole. The Committee of the Whole may recommend any measure which the assembly is competent to execute. It may recommend amendments or any subsidiary motions, and may

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actually amend any recommendation arising in the committee. When wishing to report and resume business as an assembly, a member moves to rise and report, or rise and recommend certain things. If this is carried, the committee rises and the report is made by the chairman of the Committee of the Whole, the presiding officer having resumed the chair. A motion to rise in committee is equivalent to a motion to adjourn an assembly, and is the only undebatable motion that can be employed in Committee of the Whole. Proceedings of the committee are kept by the secretary for the benefit of the committee, but nothing but the report should find a place in the minutes. It is usual for the presiding officer to select the chairman of Committee of the Whole. But the assembly, not the committee, has the right always to control the occupancy of the chair. (See Reed's Rules, Secs. 86 to 99.)

Nothing is gained by going into Committee of the Whole, and usually much time

COMMITTEE OF THE WHOLE

is lost, unless it is desired to secure free and unlimited debate on some question which is in danger of being suppressed in the assembly without having been fairly presented.

When wishing to go into Committee of the Whole, a member rises and makes a motion to that effect. If carried, the presiding officer leaves the chair, assigns it to a member chosen by himself, or by the assembly, as chairman of the Committee of the Whole.

Examples.

MEMBER. Mr. President, Mrs. Clark.

PRESIDENT. Mrs. Clark.

MRS. CLARK. I move "to take a position on the universal suffrage question."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to take a position on the universal suffrage question." Are you ready for the question?

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MEMBER. Mr. President, Mr. Leonard.

PRESIDENT Mr. Leonard.

MR. LEONARD. I move "to lay this question on the table."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to lay the matter on the table." Are you ready for the question? All in favor will please say aye; opposed, no. The noes seem to have it. The noes have it, and the question recurs to the original motion, "to take a position on the universal suffrage question." Are you ready for the question?

MEMBER. Mr. President, Mrs. Clark.

PRESIDENT. Mrs. Clark.

MRS. CLARK. I move "to go into Committee of the Whole to consider this question."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to go into Committee of the Whole to consider this question." Are you ready for

COMMITTEE OF THE WHOLE

the question? All in favor will please say aye; opposed, no. The ayes seem to have it. The ayes have it.

Mrs. Lane, will you act as chairman of the Committee of the Whole?

Mrs. Lane takes the chair.

MRS. LANE. The meeting will please be in order. The question before you is, "to take a position on the universal suffrage question." The matter is open to discussion. [A number of members obtain the floor in turn for discussion, always addressing the chair as Madam Chairman, not Madam President. Mrs. Walcott arises and addresses the Chair.]

MRS. WALCOTT. Madam Chairman, Mrs. Walcott.

CHAIRMAN. Mrs. Walcott.

MRS. WALCOTT. I move "that the matter be laid on the table."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. The Chair is obliged to rule the motion out of order, as restrictive

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motions may not be employed in Committee of the Whole.

MEMBER. Madam Chairman, Mr. Steele.

CHAIRMAN. Mr. Steele.

MR. STEELE. I move "to rise and recommend to the assembly that the matter be laid on the table."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "to rise and recommend to the assembly to lay the pending question on the table." All who are in favor will please say aye; all opposed, no. The noes seem to have it. The noes have it. What is your further pleasure?

MEMBER. Madam Chairman, Mrs. Newton.

CHAIRMAN. Mrs. Newton.

MRS. NEWTON. I move "to rise and recommend to the assembly to amend the pending motion by substituting the word 'against' for the word 'on' before the words 'the question of universal suffrage.' "

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MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "to rise and recommend to the assembly to amend the pending motion by substituting the word 'against' for the word 'on' before the words 'the question of universal suffrage.'" All who are in favor of the motion will please say aye; all opposed, no. The noes seem to have it. The noes have it. The matter is still before you.

MEMBER. Madam Chairman, Mrs. Harris.

CHAIRMAN. Mrs. Harris.

MRS. HARRIS. I move "to rise and recommend to the assembly to postpone the consideration of this question until our next meeting."

MEMBER. Madam Chairman, I second the motion.

CHAIRMAN. It is moved and seconded "to rise and recommend to the assembly to postpone the consideration of this question until our next meeting." All in favor will

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say aye; opposed, no. The ayes seem to have it. The ayes have it.

The president resumes the chair. The chairman of Committee of the Whole takes the floor and reports.

CHAIRMAN. Mr. President, Mrs. Lane.

PRESIDENT. Mrs. Lane.

MRS. LANE. The Committee of the Whole decided to recommend to the assembly "to postpone the consideration of the question until our next meeting."

PRESIDENT. The question is on the motion presented by the chairman of the Committee of the Whole "to postpone the consideration of this question until our next meeting." All in favor will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. The question goes over until our next meeting.

Q. What is the object of going into Committee of the Whole?

A. To secure free and unlimited debate to the entire assembly.

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Q. Is action taken by the Committee of the Whole binding upon the assembly?

A. No more so than the action of any committee. But it is consistent to suppose that what the committee recommends, the assembly, as it is made up of the same individuals, will adopt.

Q. Who appoints the chairman?

A. The president, unless special rule or resolution orders otherwise. But the assembly may control the occupancy of the chair.

Q. When wishing to terminate the committee, what is the proper form of motion?

A. To rise, which is equivalent to adjourn in an assembly.

Q. Who makes the report?

A. The chairman, the president having resumed the chair.

Q. Should the deliberations of the committee be embodied in the minutes of the society?

A. No, nothing but the report as given by the chairman.

Q. What constitutes a quorum of the Committee of the Whole?

A. The same number which is necessary

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in the assembly itself, but the *assembly* may fix the number to suit itself, the committee being but the creation of the assembly.

Q. Does a body ever adjourn while in Committee of the Whole?

A. No, the committee "rises" and then as an assembly adjourns, and *must* adjourn if it is found that a quorum is not present.

Q. Is the motion "to rise" debatable?

A. No.

LESSON VI.

RECONSIDERATION.

Generally speaking, action once taken is final. To this there was formerly no exception, and is not now in the British Parliament. In this country a reconsideration of a question may be had. The vote which decided the question may, by vote of the assembly, be annulled. The question is then before the assembly as though never having been voted on, and any measure may be applied to it which might have been applied when it was first brought before the assembly, except "a question of consideration" (or objection to the consideration of the question). A motion to reconsider must be made at the meeting during which the vote sought to be reconsidered was taken, and before any action in consequence of it has been taken by the assembly. It may be

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entered on the minutes while a member has the floor and can be acted on another day. It cannot be withdrawn except on the day it is made without consent of the assembly. If withdrawn on the day on which it was made, any one may renew it. (Note Reed's Rules, Sec. 205.)

A motion to reconsider does not hold over from the close of one session to another—for example, from one club meeting to another—with an interval of a week or a fortnight, but does hold over from one day to another of the same session. A question may be reconsidered but once, unless a substantial change was made by way of amendment while it was being reconsidered. A vote on reconsideration may not be reconsidered. Whenever the main question has been decided, the motion to reconsider an amendment previously adopted will not be in order. The vote by which the main question as amended was decided must first be reconsidered (or annulled), and if this prevails, then the motion to reconsider

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the amendment is in order. If this prevails, it would then be in order to annul the vote on the motion to amend the amendment. The motion to reconsider may be made only by one who voted with the prevailing side. The motion to reconsider is debatable, and through it the motion sought to be reconsidered. (Note Reed's Rules, pages 147 to 155.)

If it is desired not to reconsider, or remodel, a motion, but to repeal or destroy it after it has been passed, a member should move "to rescind" it. This motion ranks as a main motion and is debatable, as is the motion to which it is applied. It may be moved by any member of the assembly and after any length of time, provided the order to which it is applied has not been executed or partially so.

Examples.

MEMBER. Mr. President, Mrs. Jones.
PRESIDENT. Mrs. Jones.

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MRS. JONES. I move "to entertain the State Federation of Clubs."

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to entertain the State Federation of Clubs." Are you ready for the question? [After discussion.] All in favor will say aye; opposed, no. The ayes seem to have it. The ayes have it. [Some dissatisfaction arises after the question is settled, and a reconsideration is moved. This may be after other business has intervened or not. It is not necessary that business intervene before a reconsideration is moved. If it were necessary, an amendment could not be reconsidered before the whole question was closed. It is in order to move to annul the vote on an amendment before the main question comes to vote.]

MEMBER. Mr. President, Mr. Scott.

PRESIDENT. Mr. Scott.

MR. SCOTT. I move "to annul the vote on the motion 'to entertain the State

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Federation of Clubs,' and reconsider the question."

PRESIDENT. Did the member vote with the prevailing side?

MR. SCOTT. I did, Mr. President.

(The second is assumed; it is not really required.)

PRESIDENT. It is moved and seconded "to annul the vote on the motion 'to entertain the State Federation of Clubs' and reconsider the question." Are you ready for the question? All in favor of the question will please say aye; all opposed, no. The ayes seem to have it. The ayes have it. The vote is annulled and the question is before you as though never having been voted on, "to entertain the State Federation of Clubs." Are you ready for the question?

MEMBER. Mr. President, Mrs. Kelly.

PRESIDENT. Mrs. Kelly.

MRS. KELLY. I move "to postpone the consideration of this question to our next meeting."

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MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to postpone the consideration of this matter to our next meeting." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. The subject goes over to our next meeting.

MEMBER. Mr. President, Miss Kelly.

PRESIDENT. Miss Kelly.

MISS KELLY. I move "to build a club house."

MEMBER. I second the motion.

PRESIDENT. It is moved and seconded "to build a club house."

MEMBER. Mr. President, Mrs. Jones.

PRESIDENT. Mrs. Jones.

MRS. JONES. I move "to amend the motion by adding the words 'of gray stone.' "

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to amend the motion by adding the words 'of gray stone.' "



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MEMBER. Mr. President, Mrs. Smith.

PRESIDENT. Mrs. Smith.

MRS. SMITH. I move "to amend the amendment by adding the words 'with marble trimmings.' "

MEMBER. Mr. President, I second the motion.

PRESIDENT. It is moved and seconded "to amend the amendment by adding the words 'with marble trimmings.' " Are you ready for the question? All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of gray stone, with marble trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to build a club house of gray stone, with marble trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. [Discussion is assumed on

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all the above points. After the matter is settled, dissatisfaction arises regarding the trimmings, the point covered by the amendment to the amendment. But as this was the first vote taken, to reach it by reconsideration the two votes which followed must first be reconsidered or annulled in their order, beginning with the last first.]

MEMBER. Mr. President, Mr. Walker.

PRESIDENT. Mr. Walker.

MR. WALKER. I move "to annul the vote on the amended motion 'to build a club house of gray stone, with marble trimmings' and reconsider the question."

PRESIDENT. It is moved and seconded "to annul the vote on the amended motion 'to build a club house of gray stone, with marble trimmings' and reconsider the question." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended motion, "to build a club house of gray stone, with marble trimmings."

MEMBER. Mr. President, Mr. Walker.

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PRESIDENT. Mr. Walker.

MR. WALKER. I move "to annul the vote on the amended amendment, the added words 'of gray stone, with marble trimmings,' and reconsider the amended amendment."

PRESIDENT. It is moved and seconded "to annul the vote on the amended amendment, the added words 'of gray stone, with marble trimmings,' and reconsider the amendment amended." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add the words "of gray stone, with marble trimmings."

MEMBER. Mr. President, Miss Knight.

PRESIDENT. Miss Knight.

MISS KNIGHT. I move "to annul the vote on the amendment to the amendment, the added words 'with marble trimmings,' and reconsider the amendment."

MEMBER. Mr. President, I second the motion.

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PRESIDENT. It is moved and seconded “to annul the vote on the amendment to the amendment, the added words ‘with marble trimmings,’ and reconsider the amendment.” All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the main motion with its two amendments is before you as though never having been voted on. The question is on the motion “to amend the amendment by adding the words ‘with marble trimmings.’” All in favor will say aye; all opposed, no. The noes seem to have it. The noes have it, and the question recurs to the motion to amend the original motion by adding the words “of gray stone.”

MEMBER. Mr. President, Mrs. Walcott.

PRESIDENT. Mrs. Walcott.

MRS. WALCOTT. I move “to amend the amendment by adding the words ‘with granite trimmings.’”

MEMBER. Mr. President, I second the motion.

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PRESIDENT. It is moved and seconded "to amend the amendment by adding the words 'with granite trimmings.'" All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the amended amendment, the proposition to add to the main motion the words "of gray stone, with granite trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it, and the question recurs to the main motion as amended, "to build a club house of gray stone, with granite trimmings." All in favor will say aye; all opposed, no. The ayes seem to have it. The ayes have it. (Note Reed's Rules, p. 150, Sec. 204.)

Minutes of Above Lesson.

Moved by Mrs. Jones "to entertain the State Federation of Clubs." Seconded and carried.

Moved by Mr. Scott "to annul the vote

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on the motion 'to entertain the State Federation of Clubs' and reconsider the question." Carried, and the question recurred to the motion "to entertain the State Federation of Clubs." Moved by Mrs. Kelly and seconded "to postpone the consideration of the question till our next meeting." Carried.

Moved by Miss Kelly "to build a club house." Seconded.

Moved by Mrs. Jones, and seconded, "to amend the motion by adding the words 'of gray stone.' "

Moved by Mrs. Smith and seconded, "to amend the amendment by adding the words 'with marble trimmings.' " Carried, and the question recurred to the amended amendment, "to add to the main motion the words 'of gray stone, with marble trimmings,' " carried. The question recurred to the main motion as amended "to build a club house of gray stone, with marble trimmings," carried.

Moved by Mr. Walker to annul the vote

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on the motion "to build a club house of gray stone, with marble trimmings and reconsider the question," carried. The question recurred to the motion "to build a club house of gray stone, with marble trimmings." Moved by Mr. Walker "to annul the vote on the amended amendment, the added words "of gray stone, with marble trimmings," carried. The question recurred to the amended amendment the proposition to add the words "of gray stone, with marble trimmings." Moved by Miss Knight "to annul the vote on the amendment to the amendment, the added words 'with marble trimmings,'" carried. The question recurred to the motion to amend the amendment by adding the words "with marble trimmings." Motion lost. The question recurred to the motion to amend the original motion by adding the words "of gray stone." Moved by Mrs. Walcott and seconded to amend the amendment by adding the words "with granite trimmings," carried. The question recurred to the amended

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amendment to add to the main motion the words "of gray stone, with granite trimmings," carried. The question recurred to the main motion as amended "to build a club house of gray stone, with granite trimmings," carried.

Q. What is the effect of a motion to reconsider a question?

A. If carried, it annuls the vote, leaving the question before the assembly as if it had never been voted on.

Q. What measures may be then applied to the main motion?

A. Everything which might have been entertained when it was first stated, except a question of consideration (or objection to the consideration of the question). After a motion to reconsider a vote is carried, it takes at least one more vote to dispose of the question.

Q. If dissatisfied with an amendment to the amendment, after the whole question is closed, how many reconsiderations must be moved to reach it?

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A. Three. The three votes which were taken to carry the three propositions must each be annulled separately, beginning with the last one taken—the vote on the amended main motion. After voting three times to carry the motion and its amendments, and taking three votes to annul these votes, the three propositions (the motion and two amendments) are before the assembly as if no vote had been taken.

Q. Who may move a reconsideration?

A. One who voted with the prevailing side, whether the motion was carried or lost.

Q. Is it necessary for business to have intervened between the vote and its reconsideration?

A. No. One may stop at any time and move a reconsideration on an amendment before the main motion goes to vote, and on the main question after a vote.

Q. When may the reconsideration of a question be moved?

A. On the day on which the vote on the question sought to be reconsidered was taken and before any action is taken under the motion sought to be reconsidered. It may

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also be entered on the minutes at this time and not taken up until the following day, but not at the following session.

Q. Is a motion to reconsider debatable?

A. Yes. And while it is pending the motion sought to be reconsidered may be debated if it is a debatable motion.

Q. What is the effect of a motion to rescind?

A. If carried it annuls the measure to which it is applied.

LESSON VII.

INCIDENTAL AND PRIVILEGED MOTIONS.

Incidental Subsidiary Motions.

Incidental subsidiary motions are those which arise from other questions. They are:

First—To suspend a rule. Under general parliamentary law there may be no suspension of rules, unless the rules themselves provide for the suspension, except by unanimous consent. (Note Reed's Rules, Secs. 53 and 192.)

Second—To withdraw a motion. After a motion is stated by the Chair and in possession of the assembly, the mover may ask permission to withdraw it. But if there are objections, it may be withdrawn by the mover only by vote of the assembly on motion to permit him to withdraw it.

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Third—To divide a resolution or motion. When a motion is divided, it must be in such a manner that each proposition is a substantive proposition, and entirely independent of the others. This motion is in order even after the order of the previous question has been made. (See Reed's Rules, Secs. 151 to 153, and also Sec. 193.)

Fourth—The reading of papers. If a member wishes to introduce a matter of business by communication, he may read it only by consent of the assembly. When once introduced, it would be the matter under consideration. So, also, if a member wishes to read a letter or other paper, incidental to a question already under consideration, he should ask permission of the assembly to do so.

Fifth—Questions of order.

(a) Raising the question; (b) raising the appeal.

Raising a point of order requires no second. A member rises and, without waiting

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for recognition, says: "Mr. President, I rise to a point of order."

The chairman says: "Will the member state his point?"

The point is then stated by the member, and the chairman says: "The Chair considers the point well taken" (or "not well taken").

Then the member who raised the point, or another member, if dissatisfied with the decision, may appeal. He says: "I appeal from the decision of the Chair." This is seconded, and the chairman says: "The decision of the Chair is appealed from. Is the decision of the Chair sustained?

It is well to use the word *decision*, as, otherwise, there is a tone of appeal for personal support in the statement. It is the decision of the Chair, and not the Chair which is in question.

The point of order is debatable or not, according to the pleasure of the Chair.

When an appeal is made, the Chair should state the appeal and give the grounds of his

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decision. The appeal is then open for discussion, unless conditions make it undebatable.

An appeal may be tabled. This has the effect of sustaining the decision of the Chair. It takes a majority vote to overrule the decision of the Chair. Therefore a tie vote sustains his decision and the vote of the chairman may be counted to make the tie.

Privileged Main Motions.

First—To take a recess. (Only privileged when the session consists of more than one meeting and a recess is arranged for, otherwise it ranks as any ordinary main motion.)

Second—To adjourn.

Third—To fix the time or place to which to adjourn (when necessary).

These motions may all pend at once, if in the above order, the motion to adjourn being highest in rank, unless necessary to fix another meeting. It may always be

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entertained when offered by one who has obtained recognition from the Chair unless the motion to fix time or place of another meeting is pending. It may not be repeated until business has intervened.

Questions of privilege may arise at any time, and may be ruled on according to their nature. If imperative that they be acted on at once, other business may be interrupted for the purpose. If not, they have no privilege and should be ruled out of order.

Much confusion arises on this point from members rising to questions of privilege and attempting to introduce matters which have no privilege whatever.

Q. What are incidental motions?

A. Those which arise from other questions.

Q. Should a member read a paper or communication, incidental to a question or otherwise, without permission of the assembly?

A. No.

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Q. May rules be suspended without a by-law permitting it?

A. No, except by unanimous vote.

Q. After a motion is stated by the Chair, may the mover withdraw it?

A. Only with consent of the assembly.

Q. What kind of a motion may be divided?

A. One which consists of more than one independent proposition, and the mover must state where it is to be divided.

Q. Is a point of order debatable?

A. If the Chair wishes debate or explanations before making a ruling, it is within the power of the Chair to open it to debate. It is not debatable otherwise.

Q. Is the appeal debatable?

A. Usually.

Q. May an appeal be tabled?

A. Yes. This has the effect of sustaining the decision of the Chair.

Q. What is a privileged motion?

A. One which is privileged to interrupt other business.

Q. Is a motion to adjourn always privileged?

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A. Yes, except when a motion is pending to fix the time or place of another meeting.

Q. May it be renewed till other business has intervened?

A. No.

Q. What is a question of privilege?

A. One on which it is imperative to act at once.

LESSON VIII.

COMPLEMENTAL MOTIONS OR FILLING BLANKS—METHODS OF VOTING.

Complemental Motions or Filling Blanks.

Complemental motions are employed for the purpose of completing skeleton resolutions or motions.

If a resolution is offered with blank for date, amount, or names, the assembly may suggest dates, amounts, or names in the same manner in which nominations are made. They require no second; each member of the assembly has the right to make a suggestion, nomination, or complemental motion, as one chooses to term it. Where the blanks are to be filled with names, if more are placed in nomination than the number required, the vote should be by ballot, that all may stand an equal chance. It

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is manifestly unfair to vote first on the first named. If a member who does not wish to serve is nominated for a committee or other position, he should not attempt to withdraw the name, but ask the member who presented it to withdraw it.

Where the blanks are to be filled with amounts, the voting should be on largest amount first. (Note Reed's Rules, p. 111, Sec. 154.)

Nominations may be closed on motion or by tacit consent. This should not be done until every member has had an opportunity of nominating. In an election of any kind, no members are elected except those receiving a majority of the vote cast, unless a provision is made by special rule or resolution for their election by plurality vote.

Methods of Voting.

"By silent consent" is a method of voting which is largely employed in matters of routine. The Chair states: "If there are

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no objections" a certain thing will be done. Hearing no objections, he announces the result as if a vote had been taken, the members being considered to have voted or assented to the proposition.

The usual method of voting is by voice. Where there is a question of the vote by voice, and it is desired to vote so that the members may be counted by a more speedy method than roll call, a division is taken. This may be done in any one of three ways: First, rising and standing to be counted; second, separating to opposite sides of the room; third, passing between tellers. With the latter method the tellers are named by the Chair, and take their position in front of the table or desk of the presiding officer. All who are in favor of the motion are directed to pass between the tellers from the speaker's desk toward the assembly, and are counted. Then those who are opposed pass between the tellers in the same manner and are counted, and the result is announced by the Chair.

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The roll-call or yea-and-nay vote is the calling of the members' names by the secretary, each member responding yes or no, or declining to vote, as his name is called. The secretary also records the votes. (The roll-call vote should not be confounded with the roll call for quorum, or the roll call of a Credentials Committee's report to perfect an organization.) The ballot vote is the means of casting a *secret* vote. Secrecy is an essential feature of voting by ballot, and may not be dispensed with. Where the charter of a corporation, or the constitution or by-laws of an ordinary society, provides for a ballot vote, *the vote should be by ballot*; it should be a secret vote cast by each member, otherwise the principle of secrecy, and, therefore, the fundamental law of the organization, is violated. It is, therefore, wholly out of order, in the above conditions, for a secretary to cast the ballot of a society on motion authorizing him to do so. And such a motion should be ruled out of order promptly

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by the Chair, on the grounds that the society having a by-law providing for a ballot vote, meaning a secret vote cast by each member, the vote must be by ballot. The secretary never may cast a ballot, except by unanimous consent, and it may be ascertained that it is not unanimous only by forcing some member to object, thus destroying his right of secrecy. Even though there is but one candidate for an office, the Chair should rule a motion "to instruct the secretary to cast a ballot," or "to make it unanimous," out of order, taking the responsibility himself, and not forcing a member to show his hand. If he does not, a member may rise to a point of order, and object on the grounds that, having a by-law providing for a ballot vote, the vote must be by ballot. Members are not compelled to vote for those in nomination; ballots may be cast for those whose names are not mentioned. The tellers have no right to throw out valid ballots, and should read a complete list of the entire ballot, whether

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for those in nomination or not. Blank ballots are not to be considered in any way.

When a ballot shows that a vote is not unanimous, there is no honest method of making it appear so by moving "to make the vote unanimous." This is done in political bodies with nominees for office, but not with elected officers.

Moving to elect by acclamation is moving to fix a method of voting, and that method a shout. Such a proceeding is not known to parliamentary law.

Q. What is a complemental motion?

A. One which is employed to fill a blank.

A nomination is a complemental motion.

Q. Does it require a second?

A. No, it is merely a suggestion.

Q. If the blanks are to be filled with names, and there are more nominations than the number required, how should the vote be taken?

A. By ballot, so that all may be voted for simultaneously.

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Q. If a member who does not wish to serve is nominated, what is the proper method of procedure?

A. He should ask the one presenting his name to withdraw it.

Q. When the blanks are to be filled with amounts, where should the voting begin?

A. At the largest number.

Q. How may nominations be closed?

A. On motion, or by silent consent.

Q. What constitutes an election of officers, of delegates, or committee members?

A. A majority of the votes cast, unless a provision has been made by by-law or resolution for a plurality vote, or the election of the member or members receiving the highest number of votes irrespective of a majority.

Q. What is meant by a division?

A. A method of voting that admits of the members being counted.

Q. How many methods of taking a division?

A. Three—rising and standing until counted; separating to opposite sides of the room; passing between tellers.

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Q. What is the yea-and-nay or roll-call vote?

A. A vote where the names of the members are called by the secretary, each member responding "yes" or "no," or declining to vote, the secretary recording the votes.

Q. What is a ballot vote?

A. The means of casting a secret vote, each member writing the name of his choice on a slip of paper.

Q. Is it proper, when there is but one candidate, to entertain a motion "to instruct the secretary to cast the ballot," or any motion the operation of which would abridge this right of secrecy?

A. No. A member should not be compelled to make a public remonstrance. If a by-law has been enacted providing for a ballot vote, time should be taken to transact the business properly. A by-law should not be violated.

Q. Are members compelled to vote for those in nomination?

A. No. One whose name has not been mentioned may be balloted for and, if he secured a majority, would be elected.

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Q. Should the tellers throw out scattering ballots for those who have not been nominated?

A. No valid ballots should ever be thrown out by the tellers. All should be read in the announcement of the vote.

Q. After a ballot has been counted, and it is shown that the result is not unanimous, is there any way of making it so?

A. No. One member may not transfer his votes, which were cast by other members, to another candidate.

LESSON IX.

QUORUM—THE CASTING VOTE—DEBATE AND DECORUM—ADOPTING BY-LAWS.

Quorum.

The number which must be present to make business transactions legal is called a quorum. This does not mean any percentage of the number present, but the number which must *be present* before business of any nature may be transacted, except adjournment from day to day. By special rule any number may be fixed as a quorum. This should not be so large but that a quorum may be secured readily.

In a voluntary association, if no quorum is fixed, any number coming together may transact business.

Where the body is a representative one, performing the functions of government for

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a constituency, or a financial one, managing the business of a corporation which selected it, the quorum is a majority, and can neither be increased nor diminished by the vote of the body. City councils and boards of directors are of this class. But the organization from which the board of directors is elected may fix the quorum for the board.

In some cases the entire board constitutes the quorum. A present quorum is all that is necessary, whether voting or not. (Note Reed's Rules, Secs. 9 to 21.)

Less than a quorum may adjourn from day to day until a quorum is secured.

The Casting Vote.

A presiding officer, who is a member of a body, may vote as any other member. In case of a tie, he would not give the casting vote if he had already voted. In case of one majority in the affirmative, he may vote negatively, making the result a tie and killing the motion. A motion is always lost on a tie vote, as it takes a majority to

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carry. But in case of an appeal a tie vote sustains the decision of a chairman even when it requires the vote of the chairman to make the tie. It requires a majority to overrule the decision of a chairman.

A presiding officer, who is not a member of the body, may not vote even in case of a tie, unless permitted by law. The Vice-President of the United States is permitted by law to give the casting vote in the United States Senate, and this is usually true of the Lieutenant-Governor in a State Senate.

A presiding officer has not a vote in any committee unless he is a member of the committee, nor in any board of directors unless he is a member of the board.

Debate and Decorum.

Questions are debatable as a general rule, because the purpose of deliberative assemblies is to reach the mature judgment by means of free interchange of thought. Therefore undebatable questions are exceptions, necessary because some questions

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require immediate action that business may be dispatched.

They are:

1. To take a recess. (Debate limited to motion.)
2. To fix the time or place to which to adjourn. (Debate limited to motion.)
3. To adjourn.
4. Call for the order of the day.
5. Suspension of rules.
6. Leave to withdraw a motion.
7. For reading of papers.
8. A question of consideration. (Objection to consideration of the question.)
9. Appeal when (a) the previous question is pending or the main question ordered; (b) if any undebatable question is pending; (c) if the appeal relates to indecorum. In any of the above conditions the appeal is undebatable.
10. The previous question.
11. To lay on or take from the table.
12. Reconsideration of an undebatable question.

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13. Extending, limiting, or closing debate.
14. Motion for leave to continue speech to one guilty of indecorum.
15. Leave to speak out of order.

The motion to postpone to a stated time permits of debate on the proposition of postponement only.

The motions to commit, when coupled with instructions, to postpone indefinitely, and to reconsider a debatable question, allow full discussion of the merits of the main motion.

A motion to repeal, annul, or rescind a former action ranks as any main motion and is fully debatable.

A member of an assembly, or a visitor, may be permitted to speak when no motion is pending. But unless this is by permission of the assembly, is liable to a call to order at any time.

There must be a motion seconded and stated by the Chair before there can be debate, as

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- (a) Otherwise there is no question to be discussed.
- (b) The motion, when made, may not be in order.
- (c) If in order, it may not be debatable.
- (d) If in order and debatable, the assembly may not choose to have it discussed, but prefer to table, postpone, or order it to immediate vote.

A member may not speak more than once on a motion without consent of the assembly, but a member who has spoken to the main question has a right to speak to each amendment as it is presented, and to each debatable motion.

All debate should be relevant and confined to the subject of debate. The subject of debate is always the question directly before the assembly, whether it be the main question or a subsidiary one. In case of an amendment the main motion may be involved in such a way as to render both debatable.

The right of debate does not cease until

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the assembly so orders, by the adoption of the previous question, or until the main question has been voted on. Even after the affirmative has been taken a member may claim a right to debate, provided the noes have not been taken. If, however, there are several ways of taking the vote, first by voice, then to confirm it by rising vote, or by yeas and nays, the decision of the first method precludes debate, even if the other methods be called for afterward; also, after one member has responded to a roll-call vote, the vote may not be interrupted by debate or motions of higher rank. (Note Reed's Rules, Secs. 215 to 223.)

Members should avoid personality in debate and should avoid calling members by their names. They should be referred to in an impersonal manner.

Rules of the Majority.

Unless by organic law, or by virtue of rules adopted by the assembly, the number required for an affirmative decision is increased

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above a majority, the majority rules. The general principle of decision is the natural one, that the majority shall govern. By unanimous consent an assembly may do anything which it is competent to do, and that notwithstanding any rule or regulation, or any provision of parliamentary law, to the contrary. (Note Reed's Rules, Secs. 23 and 24.)

The motions on which a two-thirds vote is sometimes required by special rule are the following:

1. Question of consideration. (Objection to consideration of a question.)
2. The previous question.
3. Extending, limiting, or closing debate.
4. Making a special order.
5. Taking up a question out of its regular order.
6. Suspending rules.

Special Meetings.

It is incorrect to say that business may not be transacted at a special meeting except such

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as is provided for in the call for the meeting, unless this provision is made in the by-law under which special meetings are called. If the by-law merely provides for the method of calling special meetings, and does not stipulate that "at such meetings business may not be transacted except such as is provided for in the call for the meeting," anything may be done which it is proper to do at a regular meeting. If wishing such a restriction on special meetings, it must be fixed by by-law, unless in case of an incorporated body under a statutory provision of this kind.

A set of by-laws should be read through from beginning to end without interruption and their adoption moved by the one who has read them. They should then be read section by section for discussion or amendment. If an amendment is offered it must be voted on, but the section itself "stands" without a vote. All of the sections after consideration and approval are voted on at once on the original motion to adopt.

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If new by-laws are taking the place of old ones, the motion should be "to substitute the above by-laws for the ones now operative."

"To adopt a 'substitute form'" is incorrect.

Q. What is a quorum?

A. The number which *must be present* to transact business.

Q. May any number be fixed as a quorum?

A. Yes, no matter what percentage of the assembly it may be, and it is well to fix it at a low figure, as every member may be present if he wishes.

Q. In a voluntary association, if the quorum is not fixed, what number may transact business?

A. Any number which chances to be present.

Q. May a board of directors fix its own quorum?

A. No, this must be done by the society. In case this is not done, a majority, no more and no less, constitutes the quorum.

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Q. Must there be a voting quorum?

A. No, only a present quorum, and less than a quorum may adjourn from day to day, each time fixing time and place of next meeting by vote of those present until a quorum is secured.

Q. May a presiding officer vote?

A. Yes, if a member of the body. In case of a tie, and in absence of special rule, he could not give the casting vote if he had already voted.

Q. What motions open the main question to vote?

A. To postpone indefinitely; to commit, when coupled with instructions; to repeal or rescind, and to reconsider a debatable motion.

Q. Should debate be allowed when no motion is pending?

A. As a rule, *no*. It is merely a waste of time, and debate should be confined to the pending question.

Q. By what right may more than a majority vote be required on any question?

A. By special rule.

Q. May business be transacted at a special meeting if no notice of such business has

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been given in the call for the meeting?

A. Yes, any business which it is proper to transact at a regular meeting may be transacted at a special meeting, unless the by-law providing for the calling of special meetings stipulates that "business may not be transacted at special meetings except such as is provided for in the call for the meeting," or "the business to be transacted at such meeting to be specified in the call." In an incorporated body this would nearly always be found to be a statutory provision.

Vest Pocket Parliamentary Chart

ACCORDING TO REED'S PARLIAMENTARY RULES

ORDINARY MAIN MOTION	Question of Consid- eration	Objection to consideration does not require a second. Applicable to main motion only. Must be offered immediately after the statement of the main motion by the Chair, and must be voted on immediately. It may not be debated.
	Amendatory Subsidiaries	1st. An amendment to the motion is of the first degree. 2d. An amendment to the amendment is of the second degree. A member who has already spoken to the main question may speak to each amendment as it is stated.
	All of these Motions rank equally and higher than Amend- ments	1st. INDEFINITE POST- PONEMENT. May be debated and through it the main motion may be debated. May not be amended. If it prevails it kills the main motion. 2d. To commit. To refer to special, standing, or committee of the whole. All are of equal rank and all may be debated and amended. 3d. To postpone to a stated or definite time, making either a special or general order. Both may be debated and amended. 4th. PREVIOUS QUESTION. This order includes the original motion and amendments pending, unless the motion confines it to the amendment or amendments, leaving the main motion free, or if there are no amendments it applies to the original motion alone
	To Table	This motion is always in order unless a privileged main motion, question of privilege, or question of consideration is pending, or the main motion under the order of the previous question. It may not be amended or debated. May be renewed after any change or delay of main motion.

VEST POCKET PARLIAMENTARY RULES

A motion to reconsider a question must be moved by one who voted with the prevailing side. It must be moved at the same meeting at which the action sought to be reconsidered was taken. If entered on the minutes by the mover, can be called up only by the one who placed it there, except on the next day of a session consisting of more than one meeting. This does not apply to an adjourned meeting. If not called up at a session consisting of a single meeting it ceases to exist at the close of the meeting. Admits of full debate of the question to which it is applied if the question is a debatable one. May not be amended. If carried, the question to which it was applied is again before the assembly for consideration.

A motion to rescind ranks as an ordinary main motion. If it prevails, it annuls the order to which it is applied.

PRIVILEGED MAIN MOTIONS

- 1st. To take a recess. Only privileged to interrupt other business at a session consisting of more than one meeting.
- 2d. Motions which may arise from questions of privilege.
 - a. Affecting the assembly.
 - b. Affecting a member.
- 3d. To adjourn, not amendable or debatable unless it is qualified or when it is equivalent to a motion to dissolve.
- 4th. To fix time and place of following meeting.

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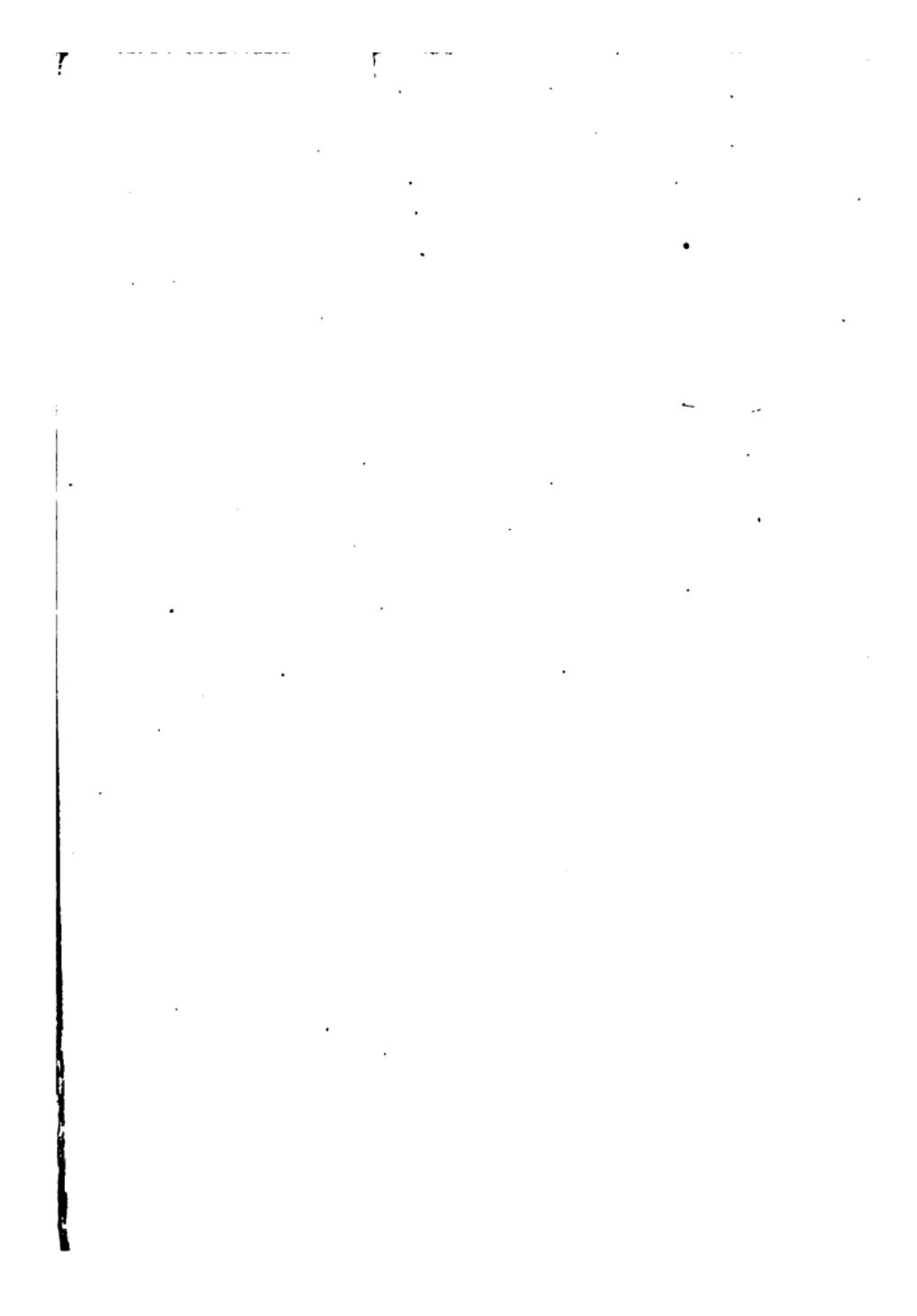
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